

Wisconsin Work-Based Learning Skill Standards – Business & Information Technology

Portfolio Final Evaluation – Condensed

Student	School	School Year	Date
Teacher	Workplace		

Section I. Employability Skills – Must complete A and B

A	Wisconsin Employability Skills Certificate To receive the WI Employability Skills Certificate, this score should be reported separately. DO NOT include this score in the final score reported for the B&IT Cooperative Skills Standard Certificate.	Score _____ Date Completed _____
	OR	
	Workplace Readiness Assessment (NOCTI)	Score _____ Date Completed _____
B	Job Campaign Materials (includes resume, application form, letter of recommendation, interview)	Date Completed _____
C	Other as identified by local teacher coordinator (optional)	

Section II. Business Skills – Must demonstrate stated minimum standards in each of the four areas

Utilize the Standards Matrix in the Appendix of the Guide to Work-Based Learning Skill Standards—Business & Information Technology.

Business Foundations <i>(minimum 20 standards at level 2 or 3)</i>	Communication Computation	Section Score _____ Total Points Possible = 93 points (minimum required = 40 points)
Finance <i>(minimum 10 standards at level 2 or 3)</i>	Accounting Economics Personal Finance	Section Score _____ Total Points Possible = 81 points (minimum required = 20 points)
Information Systems <i>(minimum 10 standards at level 2 or 3)</i>	Information Technology	Section Score _____ Total Points Possible = 78 points (minimum required = 20 points)
Management <i>(minimum 15 standards at level 2 or 3)</i>	Business Law Entrepreneurship International Business Management Marketing	Section Score _____ Total Points Possible = 186 points (minimum required = 30 points)
Business Skills Total Points: (minimum required = 110)		
Add totals from Business Foundations, Finance, Information Technology, & Management sections. <i>This score is reported as the student's Completer Score to finalize a student's skill standard certificate.</i>		Completer Score

Section III. Portfolio/Evidence

Portfolio (includes documented evidence of skills and standards completed) Note: This information is not factored into the completer score; however, it is understood that students would complete a portfolio evidencing their skills to be shared with the Workplace Mentor, parents, and Teacher Coordinator.	Date Completed _____
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Section IV. Workplace Skills (Must meet expectation on all areas)

This information is not factored into the completer score; however, it is understood that students should meet or exceed workplace expectations in this areas.		Meets Expectation	Does Not Meet Expectation
A	Work Ethic		
B	Workplace Communication		
C	Workplace Technologies		
D	Workplace Relationships		
E	Workplace Diversity		
F	Workplace Safety		
G	Lifelong Learning		

Workplace Mentor Signature	Date
Teacher Coordinator Signature	Date